



Department of Corrections & Rehabilitation

**JOB ANNOUNCEMENT POSTING**

JC-7783 - Chief Deputy Administrator, Correctional Program, CEA

Final Filing Date: Continuous

**EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

**POSITION DETAILS**

Job Control #:	JC-7783
Position #(s):	065-261-9691-XXX
Classification:	Chief Deputy Administrator, Correctional Program, CEA
Working Title:	Chief Deputy Warden
Salary Range:	\$10,272.00 - \$11,895.00
# of Positions:	Multiple
Work Location:	Statewide
Job Type:	Permanent, Full Time

## DEPARTMENT INFORMATION

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

**Vision:** *With our partners, we protect the public from crime and victimization.*

**Mission:** *We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*

**Department Website:** <http://www.cdcr.ca.gov/>

## JOB DESCRIPTION AND DUTIES

Under the administrative direction of the Warden in charge of a State correctional institution for adults, the Chief Deputy Warden plans, organizes, directs and coordinates all institutional programs and employees through subordinate managers and staff. Acts on behalf of the Warden in his/her absence and as directed. The concept of the position is to function as the operations chief over all institution programs and staff. By comparison, the Warden has overall administrative responsibility for the institutional effectiveness and for coordination and communications with departmental headquarters and institutions and is responsible for external relationships with governmental, legislative, community and business leaders at the local and State levels.

Duties require planning, organization, direction and coordination of all correctional, business management, work-training incentive, education, medical and allied services and related programs within a correctional institution. Directly supervises all Correctional Administrators, the Business Manager, and other staff with key institution-wide roles. Both Medical and Psychiatric management staff are directly supervised by the Chief Medical Officer.

### **Program Administration:**

Through subordinate managers, administer a comprehensive long-range program for the custody, housing, classification, work, academic and vocational education, training, discipline, and appeals of inmates. Administer the religious, recreational and other activities of inmates and meet with inmates as warranted. Through the Business Manager, administer the business management activities of the institution, including preparation and management of the budget, maintenance of buildings and grounds, procurement and control of equipment and supplies, food preparation and services, clothing, sanitation, health and safety, and related services. Through subordinate managers, administer the institution programs for recruitment and selection, affirmative action and labor relations.

### **Management and Supervision:**

Establish and maintain an accountability system to demonstrate that programs, activities, and actions of individual employees are consistent with law, the Director's rules and policies, and judicial decisions. Coordinate institutional programs with other institutional and departmental programs to ensure operational effectiveness. Provide leadership by delegating and exercising appropriate controls over the activities of subordinates. Participate in selection of subordinates, evaluate their performance, and take or recommend appropriate action.

**Policy and Program Development and Evaluation:**

Serve as a member of the Warden's policy setting executive staff. Develop, interpret and administer policies and procedures governing the operation of the institution. Direct staff and ad hoc task groups in reviewing the effectiveness of institutional policies and activities, resolve operational problems, and direct the preparation of reports and statistical analyses. Represent the Warden in policy and decision-making meetings within the Institution, the Department, and with other agencies and organizations. Act on behalf of the Warden in his/her absence and as directed.

**SPECIAL REQUIREMENTS**

***The Chief Deputy Administrator, Correctional Program, CEA is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.***

- **Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for, and has applied for, U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.
- **Felony Disqualification:** Pursuant to Government Code section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are ineligible to compete for, or be appointed to, positions in this class.
- **Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable state or federal laws is ineligible for appointment to any position in this classification.
- **Age Limitation-minimum age for appointment:** 21 years (applicants must state birth date on the application).
- **Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a California Department of Corrections and Rehabilitation background investigation may be required to undergo only a partial background investigation.
- **Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.
- **Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, firearms, and chemical agents is a requirement for permanent status in this classification.

**APPLICATION INSTRUCTIONS**

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: Continuous

## **Who May Apply**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications.

In order to be eligible to compete in this examination, applicants must meet the Minimum Qualifications for the classification.

## **Minimum Qualifications**

### **Either I**

Must be a civil service employee with permanent civil service status.

### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined Government Code Section 18990.

### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **How to Apply**

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

## **Address for Mailing Application Packages**

You may mail your application and any applicable or required documents to:

Department of Corrections & Rehabilitation  
Attn: Vickiann Tapia or Julie Love  
Executive Appointments Unit  
P.O Box 942883  
Sacramento CA, 94283

## **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Department of Corrections & Rehabilitation  
Executive Appointments Unit  
1515 S Street, Room 101 North  
Sacramento CA, 95811

Please place applications in the Office of Workforce Planning “Drop Box” located in the main lobby.  
08:00 AM - 05:00 PM

## Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- **State Examination/Employment Application STD Form 678** - All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- **Statement of Qualifications** - A Statement of Qualifications (SOQ) describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The SOQ must be typed, maximum of four (4) pages in length, and 12 point font. The desirable qualifications on the SOQ must be addressed and numbered in the same order as listed on the bulletin, and include specific examples. ***Please note: Resumes do not take the place of the SOQ. Failure to submit an SOQ will result in elimination from the examination.***

Helpful hints on how to complete an SOQ can be located here:

[http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

- **Conditions of Employment (Form 631)** - Complete form 631 indicating your employment location preference(s). Form 631 can be located here:  
[http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/CEA.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/CEA.html)
- **Resume is required and must be included.**

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Broad and extensive administrative experience managing a comprehensive program for the custody, housing, classification, work, academic and vocational education, discipline and appeals of inmates and offenders.
2. Experience in planning, organizing, directing, or coordinating major correctional programs, i.e., correctional business management, education, medical and allied services, or related programs which has led to a broad based understanding of institutional operations.
3. Demonstrated experience in developing cooperative working relationships with advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.
4. Well-developed oral, written and interpersonal skills. The ability to interact and communicate effectively with inmates, staff, the public, other law enforcement and governmental agencies.
5. Ability to analyze complex problems and recommend and/or implement an effective course of action.
6. Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief Deputy Warden.

7. Demonstrated experience in applying principles and techniques of personnel management and supervision, staff development, and position control.

## CONTACT INFORMATION

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.cdcr.ca.gov/>

**Human Resources Contact:**

Vickiann Tapia or Julie Love  
(916) 324-3267 or (916) 327-8028  
[Vickiann.Tapia@cdcr.ca.gov](mailto:Vickiann.Tapia@cdcr.ca.gov) or [Julie.Love@cdcr.ca.gov](mailto:Julie.Love@cdcr.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

CDCR EEO OFFICE  
(916) 255-1301  
[Personnel-HelpDesk@cdcr.ca.gov](mailto:Personnel-HelpDesk@cdcr.ca.gov)

**California Relay Service:** 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

## **EXAMINATION INFORMATION**

This examination will consist of a review by an executive screening committee of the candidates' SOQ that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified on the bulletin, using predetermined evaluation criteria. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. The SOQ may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be used solely to fill the Chief Deputy Administrator, Correctional Program, CEA vacancies throughout the State. Names of successful candidates are merged into the list in order of final scores, regardless of dates. Eligibility expires 24 months after establishment of eligibility. Applicants will be eligible for reexamination once every six months. Testing cycles for this examination will be conducted on a quarterly basis; typically in January, April, July, and October.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.